



**Truck Driver Non-CDL**  
**\* ARC of the Greater Hudson Valley**  
**Sullivan County, NY**

**Overview:** The ARC of the Greater Hudson Valley is seeking a Truck Driver Non-CDL. The Truck Driver (non-CDL) will safely and accurately load/unload and transport raw materials and finished products to and from supplier, production sites, and customer locations. Equipment will be maintained in working order, and applicable DOT regulations will be followed at all times.

Safely load/unload and transport goods and materials

Integrate the agency's mission statement and core values into all responsibilities, interactions, and decision-making processes.

Adhere to the Agency's Code of Conduct, Code of Ethics, Code of Professionalism, and Policies and Procedures.

Maintain all required licenses, certifications, or credentials necessary for the role.

**Responsibilities:**

Pick up/Deliver in a safe and timely manner all materials, as assigned by supervisor

Successfully complete and maintain compliance with DOT physical requirements for CDL (a CDL is not required)

Responsible for care and maintenance of vehicle, including vehicle cleanliness, in conjunction with fleet coordinator.

Responsible for following established safety and loading/unloading procedures, and securing the goods in transit to ensure they are undamaged. This includes vehicle logs, BOL and load information, service history, etc.

Responsible for following all applicable laws and regulations pertaining to the vehicle type and license class

Perform other responsibilities as designated by the supervisor to support program needs.

**Requirements:**

Passing DOT physical required

Prior Driver experience required

Utilize equipment for loading & unloading

Ability to communicate clearly

One year prior experience as a driver is required.

Current driver's license and ability to be accepted by agency insurance carrier.

Ability to pass a DOT physical is required.

Basic English language skills: reading, writing, speaking, and knowing arithmetic and mathematical concepts with which to adequately and effectively perform job duties and responsibilities including the ability to count/quantify loadout and verify against BOL.

Ability to resolve problems autonomously, including reroutes, truck inspections, etc.

Ability to understand, interpret, convey, and implement instructions and directions.

**Physical Requirements:**

Ability to lift up to 50 lbs., and utilize equipment for loading and unloading (including pallet jack, hand pallet carts, pallet wrapper and mini forklift.

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

**Shift and Salary;** This is a Part-Time position, Day Shift, Monday - Friday, 20 hours weekly, \$20.50 hourly,

**Apply by** contacting Liberty Apostolides by email at [lapostolides@arcghvny.org](mailto:lapostolides@arcghvny.org)